

TECHNICIAN VACANCY ANNOUNCEMENT

MERIT PLACEMENT AND PROMOTION OPPORTUNITIES

Human Resource Office
North Dakota Army National Guard
J1ND-DHR-PSS
P.O. Box 5511
Bismarck, ND 58506-5511

Human Resource Office
North Dakota Air National Guard
119th Wing/DPC
1400 32nd Ave North
Fargo, ND 58102-1051

Announcement Number: ARNG 11-13

Applications accepted from 12/13/10 **thru close of business on** 1/11/11

Position Title, Series, Grade: Supply Technician, GS-2005-07

Position Description No: 70063000 **Location of Position:** CSMS, Devils Lake, ND

Salary Range: \$18.59 to \$24.16 PH **Earliest Fill Date:** 1/30/11

Selecting Supervisor: LTC Ed Johnson, Surface Maintenance Mechanic Supervisor

Appointment Factors:

Excepted	Enlisted	Permanent	Non-Supervisory
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Area of Consideration:

All Fulltime NDARNG Enlisted Military Technicians
All NDARNG Enlisted members

Compatibility: CMF 92, 42

INDIVIDUAL DOES NOT HAVE TO CURRENTLY BE ASSIGNED TO ONE OF THESE CAREER FIELDS TO BE CONSIDERED FOR THIS POSITION. COMPATIBILITY REQUIREMENTS MUST BE MET OR A SPECIFIC PLAN BE DEVELOPED UPON SELECTION

Description of Duties:

Its purpose is to provide storage and distribution, cataloging or supply identification systems, property utilization, or other related supply activities including those associated with automated or manual supply accounting systems.

-- Performs routine and non routine material coordination duties for special programs, maintenance, or production shops.

-- Responsible for local management of decentralized and decontrolled items which requires technical intervention to assure effective supply support and economy. Items are less stable or standardized and do not lend themselves to routine control through the use of the computer and variable supply level formulas. Plans requirements, both quantitative and monetary, to satisfy customer needs. Authorizes procurement and is responsible for funds management.

--Responsible for limited aspects of storage management. May develop and install local procedures and techniques to achieve and maintain smooth, effective, and coordination storage operations .

SEE REVERSE FOR QUALIFICATION REQUIREMENTS AND INSTRUCTIONS FOR APPLICATION

SPECIALIZED EXPERIENCE: Credit for experience is based on minimum time requirements for EACH of the Knowledge, Skills and Abilities (KSAs) detailed below. The time frames (identified in months) have been determined by the National Guard Bureau and reflect the basic amount of experience necessary to qualify for the grade of the position. KSA's are defined as:

Knowledge- an understanding of the subject matter obtained through specific academic study and/or specific practical application of the task described.

Skill - a demonstrated capability to perform the task described (e.g. type 35 or more words per minute).

Ability - based on education, work experience, life experience, or a combination of all three, it is reasonable the applicant could perform the task described.

GS - 07 - 12 months experience as determined by the following Knowledge, Skills and Abilities (KSA's) needed for the duties of the position.

- KSA's:**
1. Knowledge of standard methods of receipt or material order documentation, control and materials processing.
 2. Basic working knowledge of computers.
 3. Ability to research information and interpret written instructions.
 4. Ability to communicate effectively both orally and in writing.
 5. Ability to gather data and compile plans and reports

MILITARY TRAINING: Training in the appropriate arena will be credited on a week for week basis.

APPOINTMENT FACTORS/CONDITIONS OF APPOINTMENT:

- a. Time of placement is dependent upon resourcing from NGB.
- b. Individual selected may be required to obtain a secret security clearance.
- c. Must participate in Direct Deposit/Electronic Fund Transfer.
- d. **Individual recommended for the position will not be approved for appointment until the appropriate physical examination is completed and approved. The results of the physical may be shared with the individual's military chain of command.**
- e. Permanent Change of Station (PCS) expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after determination is made that payment is in the best interest of the North Dakota National Guard. **PCS for initial hires is not authorized.**

1. HOW TO APPLY: Visit us on the Web: <http://www.ndguard.ngb.army.mil/joblisting>

- a. See attached "Applying for a Technician Position with the NDNG"
- b. Ensure that all work experience, both Civilian and Military, related to the job you are applying for is described in full to include dates of employment.
- c. Application must be submitted to the Human Resource Office (HRO), RJB Armory, Rm 424 or mailed to: NDARNG, J1ND-DHR-PSS, PO Box 5511, Bismarck, ND 58506-5511 (Street Address: NDARNG, RJB Armory, Rm 424, J1ND-DHR-PSS, 4200 E. Divide Ave, Bismarck, ND 58501) to ARRIVE no later than close of business (1600Hrs) on the closing date. Applications must be submitted in hardcopy with original signature. Applications received via email or diskette will not be accepted as complete applications. HRO Commercial Telephone: BISMARCK (701) 333-3365.

2. EDUCATION will be credited on a basis of 30 semester hours or 45 quarter hours equals one year of study
3. MILITARY SERVICE will be credited on the basis on one year of credit for one year of National Guard Service.
4. MILITARY TECHNICIANS in the excepted service will wear the military uniform appropriate to their service and grade when performing as a technician. They will comply with the appearance and weight standards contained in the appropriate regulation.
5. VETERANS PREFERENCE: The National Guard Technician Act of 1968 (PL 90-486) specifically excludes use of veterans preference for appointments made under the authority of 32 U.S.C 709. All appointments in the NDNG are made under Title 32 U.S.C.; therefore, Veterans Preference is not applicable.
6. EQUAL OPPORTUNITY: The North Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, color, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in employee organization or any other non-merit factor.
7. Government postage and/or envelopes WILL NOT be used to submit applications.
8. Acceptance of a Permanent or Indefinite Excepted service position will cause termination from Selected Reserve Incentive Program (SRIP) & Military Bonus Programs (Recoupement is dependent on type of bonus individual has).

APPLYING FOR A TECHNICIAN POSITION WITH THE NORTH DAKOTA NATIONAL GUARD

IMPORTANT: Please read this page before you submit your application!
**YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET
TO COMPLETE YOUR APPLICATION PROPERLY.**

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. The HRO is not responsible to inform you that your packet is incomplete. However, the Human Resource Office is available during normal working hours to review your application. Call (701)333-3365 (Bismarck) or (701)451-2267(Fargo) to set up an appointment. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.

At a minimum, your packet must include the following information.

1. A resume, **OR** OF 612. (Please do not use the ND State Application Form or NGB 34-1, Application for Active Duty Tour (AGR))
Applications must be submitted in hardcopy format with original signature. Email or diskettes will not be accepted as a complete application.
2. **Announcement number and title of the position** for which you are applying.
3. Your **full name, mailing address, and appropriate phone number(s).**
4. Your **military grade, unit of assignment, and MOS/AFSC.**
5. Your **Social Security Number and Birth Date.**
6. A typed or neatly printed **detailed narrative** of your work experiences (paid or unpaid), training, education, and/or other information that relates to the position advertised. Use **complete dates** to indicate the amount of experience you have. A **complete date** consists of MM/DD/YY. If written as MM/YY, then credit can only be given for the last day of the month to the first day of the month (i.e., 12/97 to 4/98 would be credited as 12/31/97 to 4/1/98); by giving just years (i.e., 1998-1999) credit will only be given from 12/31/98 to 1/1/99. Include pertinent military experiences, describe duties in your own words. **The Qualification process will grant credit only for sufficient information.** You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, including time frames. **REMEMBER: COMPLETE DATES MUST BE USED.**
7. **Method of Evaluating Qualifications:** Candidates are evaluated on the Knowledge's, Skills and Abilities (KSAs) listed on the reverse of the vacancy announcement. **Failure to address the KSAs may deem the applicant not qualified for the position.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education, and experience which demonstrates the KSA. Include all military experience (Active Duty and Reserve Component), qualifications or training in a MOS/AFSC. Be specific as to the MOS/AFSC you possess and number of months experience. The number of months of actual experience is the qualifying factor. Education may be substituted and combined with experience as defined in the Education Substitution section of the announcement.
8. If you have completed any **COLLEGE COURSES** and you feel that it will help you qualify, **you may include copies of your COLLEGE TRANSCRIPTS WITH THE APPLICATION. IF A TRANSCRIPT IS REQUIRED IT WILL BE STATED ON THE POSITON VACANCY ANNOUNCEMENT.**
9. **DO NOT** use Appraisals or Appraisal Standards as proof of your experience.
10. **DO NOT** use binders, folders, or notebooks when you turn in your application.
11. Regulations require original signature and date on all applications. **LACK OF A SIGNATURE CONSTITUTES AN INCOMPLETE APPLICATION.**
12. The original application must be received in the HRO **not later than** close of business on the closing date. **Government postage or envelopes WILL NOT be used to submit applications.**
13. **Acceptance of a Permanent or Indefinite Appointment with the NDNG will terminate enrollment in the Tri-Care Reserve Select Health Benefits program. Federal Law does not permit employees who are eligible for Federal Employee Health Insurance to carry Tri-Care Reserve health insurance.**
EXPLANATION: An EXCEPTED position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. EXCEPTED Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. EXCEPTED Technicians are required to wear appropriate military uniform, and must become active members of the North Dakota National Guard. An INDEFINITE appointment may be terminated at any time with a 30-day notice.
Applications of non-selected applicants will not be returned, and will not be transferred to another vacancy file. A new application must be submitted for each vacancy.

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.